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Approved For Release 2005/11/17 : CIA-RDP58-00039A000200010101-8

15 August 1955

MEMORANDUM FOR: Chief, Operations School

SUBJECT: Weekly Activity Report No. 33 [redacted]  
Period 8 through 12 August 1955

25X1

SIGNIFICANT ITEMS:

1. On 10 August 1955 the final script for the training film, [redacted] arrived for final review by the Field Training Staff. A significant improvement is noticed over previous scripts. [redacted] will visit the Field Training Staff next week to discuss the film. We are extremely pleased with his progress to date.

25X1

25X1

2. The completed lesson plans were forwarded to [redacted] Vital Materials Officer, for inclusion in the Vital Materials vault, [redacted] by A/AF/OS and [redacted]

25X1

25X1

25X1

25X1

OTHER ACTIVITIES:

1. A comprehensive survey of all files of the Field Training Staff was made during the week by AF/OS. All courses prepared during the reporting period for the visit on 15 August 1955 of [redacted] Office of Management. [redacted] completed filing a seven-months backlog of papers which accrued during 1955 because of a shortage of female clerical personnel. The Master Filing Index is now completely installed in the Office of the AF/OS.

25X1

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2. [redacted] Base Administrative Officer, discussed with AF/OS during the week the use by [redacted] personnel of the [redacted] [redacted] It was agreed that there would be no difficulty caused by the temporary use of the [redacted] during the week of 15 August 1955.

25X1

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3. A tentative Course Outline for the training of the projected Action Unit was completed on 12 August 1955 by [redacted] and forwarded to C/OS for review. [redacted] will discuss the Course Outline with C/OS next week.

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25X1 4. [ ] Chief Instructor of the Basic Management Course, discussed with AF/OS on 12 August 1955 the Course for Supervisors which AF/OS is beginning on 16 August 1955. [ ] made many helpful suggestions and promised to return at a later date to discuss further our program for instructing supervisors in their duties. 25X1

25X1 5. We are sorry to report that on 8 August 1955 [ ] fractured a bone leading into the left ankle joint. The fracture may prove to be quite serious. Under the same conditions [ ] successfully completed [ ] 25X1

25X1 8. On 12 August 1955 the departure of the students of the Clandestine Operations Course was expedited and clearance completed at 1130 hours. We are extremely appreciative of the quick assistance given by [ ] personnel whose assistance made early clearance possible. 25X1

25X1 9. Tutorial instruction in [ ] was given to a special student on Wednesday, 10 August, by [ ] 25X1

25X1 10. The Clandestine Operations Course was completed on 12 August with a total of [ ] students. All written exercises and the final examination were graded and returned to the students prior to their departure. 25X1

25X1 11. [ ] withdrew from the class at the end of the fourth week due to an emergency in his family. 25X1

25X1 12. [ ] departed 12 August 1955 on Maternity Leave. Her replacement as Administrative Assistant for CMT and COC will be [ ] to assist in the Office of the Training Coordinator while [ ] is on leave. 25X1

25X1 13. [ ] is expected to handle a seminar in CMT #14. [ ] has been tutoring [ ] on methods of handling case studies during the course. On 12 August 1955 [ ] gave two hours of tutorial instruction to him on the following: (a) instructor policy as laid down by AF/OS; (b) relationship of seminar instructor and students; and (c) methods and techniques of handling seminar groups. A program for additional instruction of [ ] has been prepared for the coming week. 25X1

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[REDACTED]

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[REDACTED]

25X1

25X1  
25X1

16. [REDACTED] gave two hours of tutorial instruction to [REDACTED] on guerrilla tactics.

25X1

17. [REDACTED] began working with [REDACTED] in planning the Action Unit Course.

25X1

25X1

[REDACTED]

[REDACTED]

25X1

20. [REDACTED] for the period 8 through 10 August. Two conferences were involved:

25X1

a. Conference re Audio-Surveillance Management Course.

b. Conference with TSS officials on the critical personnel situation in the TSS group [REDACTED] It now appears likely that another slot is forthcoming. This is encouraging but as of this date we have been unable to fill the slot which has been vacant since last October.

25X1

21. [REDACTED] during the week for conferences with the Medical Office.

25X1

25X1

22. The Graphics and Visual Aids Section of the Training Aids Unit completed seven charts for CMT lectures, revised three charts for [REDACTED] mounted a series of photos for the Air Operations Course, and continued work on Sab displays for the Museum.

25X1

23. The Film Section of the Training Aids Unit took and developed photographs for RO, TSS, and Security units; showed the following films: [REDACTED]

24. Messrs. [REDACTED] completed COC #8.

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25. [REDACTED] to give tutorial instruction 8-11 August 1955.

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25X1  
25X1

26. [REDACTED] has been appointed Coordinator of CFA until Mr. [REDACTED] return from vacation on 26 August 1955.

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27. [REDACTED] is on military leave.

28. [REDACTED] on annual leave.

29. [REDACTED] on annual leave.

30. [REDACTED] in military leave.

25X1

31. [REDACTED] on Wednesday through Friday regarding his rotation.

25X1

32. [REDACTED] is on two weeks of active duty with the U. S. Army.

25X1

33. [REDACTED] is on military leave until 15 August 1955.

34. [REDACTED] is on annual leave until 15 August 1955.

35. During the week the following tapes were typed for CMT lesson plan preparation:

a.  
b.  
c.

[REDACTED]

25X1

25X1

36. The [REDACTED] Briefing, Exam, and Critique CMT Lesson Plan is in the stage of approval by the Lesson Plan Officer. The [REDACTED] CMT Lesson Plan has been typed in draft.

25X1

37. Three CMT subjects were removed from the Cover committee block of instruction:

a.  
b.  
c.

[REDACTED]

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[REDACTED]

25X1

ADDITIONAL COVER FOR FIELD TRAINING

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